## ORDER

### U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1110.91A

9/10/84

SUBJ: FACILITY ADVISORY BOARD (FAB)

- 1. <u>PURPOSE</u>. This order revises and expands guidelines and procedures for the organization and functioning of Facility Advisory Boards (FAB's) by personnel at all levels in terminal facilities and Air Route Traffic Control Centers (ARTCC's).
- 2. <u>DISTRIBUTION</u>. This order is distributed to Air Traffic branch level and above in Washington and regional headquarters, the FAA Technical and Mike Monroney Aeronautical Centers, and to all terminal and ARTCC facilities.
- 3. CANCELLATION. Order 1110.91, Facility Advisory Board, dated January 22, 1982, is cancelled.

#### 4. BACKGROUND.

- a. This fulfills the requirement of the basic Order 1110.91 for review following its establishment in January 1982.
- b. In July 1982, Human Relations Committees (HRC's) were established. With FAB's already established, this created some confusion over the purpose of both committees in the air traffic environment. Review was needed to redefine the relationships of all employee participation groups.
- 5. OBJECTIVE. The objective of the FAB is to provide a vehicle for employee input to facility management, the region, or the Associate Administrator for Air Traffic, as appropriate, in the decisionmaking process.

### 6. SCOPE AND POLICY ON EMPLOYEE PARTICIPATION GROUPS (EPG's)

- a. The areas FAB's address concern procedural, technical, operational matters, personnel practices/policies, and working conditions. The issues should be unique to the air traffic environment.
- b. Other EPG's such as Human Relations Committee (HRC's), Supervisors' Committees (SUPCOM's) and Quality Circles may be formed. However, the other EPG's shall not infringe upon the scope of FAB's nor compromise the intent to provide opportunity for direct representation on the FAB to all air traffic personnel.
- c. If HRC's are not formed, the FAB may take on additional responsibilities to address issues affecting the agency as a whole. In such circumstances membership may also be expanded to include personnel outside of air traffic.

Distribution: A-WX(AT)-3; A-YZ-1; A-FAT-1, 2, 7, 8 (LTD) Initiated By: AAT-730

- 7. ACTION. Air traffic employees in centers and terminals shall be given the opportunity to provide input on procedural, technical, operational matters, personnel practices/ policies, and working conditions. The facility manager will determine the establishment or structure of FAB in the facility, after soliciting employee recommendations.
- 8. STRUCTURE. FAB's provide an ongoing systematic way to influence organizational conditions by acting in an advisory capacity to management through researching reporting, recommending, and providing a mechanism for communications.
- a. <u>FAB Composition</u> shall reflect the composition of the facility work force. While membership should ensure broad representation and be large enough to promote deliberation, and include sufficient expertise to do its job, it should not be so large as to waste time or foster indecision. Facility management should seek employee input before determining FAB's composition. Appendix 1 may be used if any guidance is needed.

### b. FAB Selection and Terms of Membership

- (1) Elections should be held annually in February. Terms of service will be determined by the facility manager. Balloting shall be secret.
- (2) Nominations for members will be composed of individuals who volunteer or are nominated and consent to running in the election.
- (3) Nominees shall be grouped on the ballot as candidates for the respective employee work groups and members of each work group will vote for their respective representative(s) only.
- (4) Board vacancies occurring before the election period shall be filled in a manner determined by the members, while establishing their code of conduct, rules, and procedures to function as a committee.

### 9. Responsibilities.

a. FAB members should establish a code of conduct, rules, and procedures to function as a committee. Appendix 2 may be used if any guidance is needed.

### b. Field Facilities.

- (1) <u>Employees</u> Each employee has an obligation to accept the challenge to serve as an active FAB member or to make a continuing effort to provide the elected FAB members with meaningful input.
  - (2) FAB. Maintain records of recommendations and responses.

### (3) Facility Manager shall:

- (a) Authorize FAB members sufficient duty time to carry out their FAB responsibilities, when possible within the constraints of operational requirements.
  - (b) Provide the necessary administrative support as required.

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(c) Forward to the regional FAB coordinator those recommendations requiring regional or national input.

#### c. Regions.

- (1) Regional Air Traffic Division (ATD) managers shall:
- (a) Provide problem solving and team action training/orientation for FAB members within the resources available.
  - (b) Appoint a regional FAB coordinator within the Air Traffic Division.
- (2) Regional FAB coordinator shall serve as the regional focal point for FAB activity. Direct FAB recommendations forwarded by facility managers, to appropriate regional branch/staff offices and/or Headquarters FAB coordinator for review, action, and response.

### d. <u>Headquarters</u>.

- (1) Resource Management Division, AAT-700, shall:
  - (a) Monitor the program for overall effectiveness and support.
  - (b) Appoint a national FAB coordinator within headquarters.
- (2) <u>National FAB coordinator</u> shall serve as the headquarters focal point for FAB activity. Direct FAB recommendations forwarded by the regional FAB coordinator, to appropriate branch/staff offices for review, action, and response.
- 10. MISCELLANEOUS. Associate Administrator for Air Traffic may convene a National FAB Workshop/Conference on an ad hoc basis. Characteristics of the meetings will determine the number and type of representatives required.

R. J. Van Vuren

Associate Administrator for Air Traffic

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### APPENDIX 1 GUIDANCE FOR BOARD COMPOSITION

1. PURPOSE. This appendix is provided strictly for guidance if any is needed. The limitations are not mandatory.

### 2. FAB.

### a. ARTCC

- (1) Minimum one radar controller from each area of specialization, representing all radar controllers assigned to the same area of specialization.
- (2) Minimum one air traffic assistant representing all air traffic assistants.
- (3) Minimum one flight data communications specialist (FDCS) representing all FDCS's and teletype operators.
  - (4) Minimum one developmental representing all developmentals.
- (5) Minimum one clerical representative representing all clerical staff.
- (6) Maximum two staff specialists representing all GS-2152 and non-GS-2152 staff specialists.
- (7) Maximum two supervisory representatives representing all supervisory personnel.

### b. Terminals.

- (1) Minimum of two radar controllers, representing all radar controllers.
- (2) Minimum one air traffic assistant representing all air traffic assistants.
  - (3) Minimum one developmental representing all developmentals.
- (4) Maximum one clerical representative representing all clerical staff.

- (5) Maximum one staff specialist representing all GS-2152 and non-GS-2152 staff specialists.
- (6) Maximum two supervisory representatives representing all supervisory personnel.

# APPENDIX 2. METHODS FOR EMPLOYEE, FAB AND MANAGEMENT EXCHANGE OF INFORMATION

- 1. <u>PURPOSE</u>. This appendix describes methods for employees, FAB and management to practice to facilitate an exchange of information that is complete and understandable. It is provided for informational purposes. There is no requirement for strict adherence to the methods.
- 2. SCOPE. The written methods described are provided to help communicate complete and concise information throughout the system. However, communication can always benefit from creativity and innovation to increase speed, conciseness, and understanding. Therefore, while the methods are recommended, it is encouraged that they be augmented or revised with oral communications, improved methods, and local adaptations, with the goal of facilitating communication of motivation, intent, ideas, information, and action.
- 3. CAVEAT. The effectiveness and success of FAB's to influence change in the areas they are authorized to address depends on their ability to function and be treated by management and employees as a problem solving group rather than a staff element of management. This requires that they be allowed to determine items or issues they wish to work on and the associated priority of the items or issues. Therefore, while this appendix includes methods for management and employees to make submissions to FAB, it should not be construed as an indication that these submissions are the principle means of determining the FAB workload.
- 4. Employee Submissions to FAB should include:
  - a. A clear description of what FAB is being asked to act upon.
  - b. Rationale for the submission to be considered.
  - c. Available background or data which may be helpful.
  - d. Recommendations that may be feasible.
- e. FAA Form 2800-1, speed memo, may be used to make recommendations to the FAB.
- 5. Management Submissions to FAB should contain:
- a. A clear description of what FAB is being asked to act upon and any necessary time limitations.
  - b. Rationale for the submission to be considered.
  - c. Available background which may be helpful.

### 6. FAB Submissions to Management should contain:

- a. A clear definition of the problem or other reasons for the submission.
- b. A clear description of the recommended solution, a definitive question, a clear response, or a statement that FAB cannot develop a concise recommendation to the problem.
- c. Any additional acceptable alternatives to FAB's primary recommendation, prioritized in order of their acceptability.
  - d. Alternatives considered and rejected by the board.
  - e. Rationale used in developing the input.
- f. Copies of the background information used to develop the FAB input.
- g. A FAB identifier indicating the facility identifier, the year, the sequential submission number and subject. Example: FAB-BTV-83-1 Training.

### 7. Management Responses to FAB should contain:

- a. Statement of the recommendation, question, etc., being responded to and its associated FAB identifier as in paragraph 6.g. above.
- b. As appropriate, approval of recommendations or alternatives, approval of recommendations with modifications, nonconcurrence with recommendations, requests for additional information, requests to consider management proposed alternatives, etc.
- c. Expected implementation date for approved recommendations or alternatives.
- d. Rationale for the response if a recommendation is not approved. Provide rationale for not approving alternatives when the primary recommendation is also not approved.
- e. Appropriate background information which may make the response easier to understand.

### 8. FAB Responses to Management should include:

- a. Statement of the recommendation, question, proposal, etc., being responded to and its associated FAB identifier as in paragraph 6.g. above.
- b. As appropriate, concurrence with the proposal or alternatives, preferred modifications to the proposal, nonconcurrence with the proposal, requests for additional information, requests to consider FAB proposed alternatives.

- c. Rationale for the response if it is a nonconcurrence.
- $\mbox{\tt d.}$  Appropriate background information which may make the response easier to understand.

### 9. FAB responses to employees should include:

- a. Statement of the recommendation, question, proposal, etc., being responded to and its associated FAB identifier as in paragraph 6.g. above.
- b. Actions that were taken such as consultations with "experts" and recommendations and alternatives that were submitted to management.
  - c. Responses received from the different levels of review.

NOTE: FAB and management should practice the courtesy of providing interim status reports to the parties awaiting response or action on submissions.

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